

# TIINA HODDY

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I'm an experienced project manager and business analyst who has also been self-employed for many years.

Without any experience I was able to get a job designing prefabricated houses for clients as a sales executive. I used Homestyler to design the layout with the requirements from the client. I furnished them with the ideas I picked from our discussions and made 3D renderings, which gave me the sales. I am passionate about interior design and have made and sold lots of items I have made myself from painted furniture to soft furnishings. The painted furniture were in high demand.

I am creative, good eye for colour, can multitask, take responsibility and I'm trustworthy. I am also proactive and go and find the answer if needed to finish the given task on deadline.

I love trying out new things and learning new skills, which have given me the qualifications I have.

Overall, I am a happy, positive person who likes to work on my own or part of a team. As being self-employed I have had to be responsible for my business, which I started in 2006 and still doing it today. I have signed contracts with companies to manufacture items but also been looking after compliance with company policies, NDAs and legal requirements when working for Nokia or other big companies.

After 20 years of designing doll clothing, I am moving away from it to illustration and surface designs. I either paint on paper or on Procreate. Procreate is so easy but I also love mixed media and use canvases or paper for those.

I currently live in Redditch with my daughter and son-in-law as I moved from abroad in November 2022 and am looking to move down South and start a healing centre which people could come and do art and meditate. Today's world is so busy and all of us need a place to relax and be who we supposed to be.

## SKILLS

- \* Excellent at organizing
- \* Marketed my own products on Social Media since 2006
- \* Investigative mindset
- \* Excellent communication skills
- \* Good attention to detail and reliable
- \* Work to deadlines and targets on a daily basis
- \* Manager of staff
- \* Lots of empathy
- \* Creative and inspiring/inspirational
- \* Trustworthy
- \* Reliable
- \* Positive outlook in life

## EDUCATION

1986 BA- Infant & nursery education  
University of Stockholm  
1980 SEN (nursing) Finland  
1976 Matriculation Finland

## SOFTWARE

SAP, MS Project, MS Word, MS Power Point, Front Page, Photoshop, Excel, Dream Weaver, Lotus Notes, Canva, Google Analytics, Homestyler

## LANGUAGES

## COURSES

1.5. -6.6.15 Property Investing  
01.04.11-30.05.12 Life Coaching  
15-16.2.2001 Project Management  
2000-2004 Various telecommunication courses VoIP etc  
9.8-11.8.1999 Intensive course in Graphical Media  
2-4.8.1999 Importance of colours in Media  
03-05.1997 Accountancy  
1996 Computer literacy

## INFORMATION

Clean full UK driving license

Fluent: English, Finnish, Swedish,  
Some: French, Italian, Spanish, German  
Studied: Chinese, Hebrew

#### **AVAILABILITY**

As soon as possible

#### **CREDIT CHECK**

April 2016

#### **SELF EMPLOYED**

##### ***Designer 27.6.2015- to date***

- \* Designing baby & doll clothing
- \* Making luggage tags from recycled fabrics, jacket patches and bags from fabric
- \* Made bowls from concrete
- \* Made glass baubles which I painted with acrylic inks
- \* All and everything craft related
- \* Selling my own knitting and sewing patterns

#### **JUKKATALO Prefabricated Houses (Finland)**

##### ***Sales executive 7.4.2021 – 7.6.2022***

- \* Designing houses for clients using Homestyler
- \* Going through the plot and environmental requirements
- \* Visiting the plots to see what kind of house could be built
- \* Making 3D rendering homes for clients
- \* Furnishing the designs, so that clients would feel I sold them a home not just a house!

#### **CORE ASSETS**

##### ***Purchase Ledger Clerk 7.4.16-30.6.16***

- \* Checking and inputting invoices
- \* Setting up customers
- \* Weekly payment runs

#### **SIG TRADING**

##### ***Project Administrator 27.8.2013- 26.6.2015***

- \* Processing contractor and other invoices and chasing payment if needed
- \* Improving the Invoice Procedure by changing the way they were processed and handled and writing up the process for it
- \* Office day to day tasks e.g. booking meetings, hotels and ordering
- \* Gathering Auditing documents and keeping a record what has been delivered
- \* Providing all needed documents for Auditors
- \* Project roll-out document updating
- \* Subcontract scheduling as well as raising booking forms
- \* Writing Project Branch Roll-out Process
- \* Writing processes for all the parts of my responsibilities

#### **PICCOLISSIMO LTD**

##### ***Self Employed 2007-2013***

- \* Invoice generating
- \* Designing new clothing (babies and dogs) and other items as well as patterns
- \* Applying for trademarks
- \* Applying for design registration
- \* Accountancy
- \* Self-development & Life Coaching (studying & taking part in events)

- \* Contacting new clients and arranging meetings
- \* Production of designs (lanyards -Netherlands, clothing – Turkey, dog leads- UK)
- \* Taking part at events and having a stand

## **ZURICH**

### ***PA to Director 2006-16.2.2007***

- \* Day to day duties for director which included replying to emails and client phone calls
- \* Invoice procedures – approve and submit for payment
- \* Monitoring change requests within team and reporting on a monthly basis
- \* Arranging meetings and updating calendar
- \* Booking travel and making folders for meetings
- \* Order and maintain stationery stocks
- \* Making power point presentations
- \* Overseeing the project files
- \* Responsible for keeping a database of project deadlines and seeing they were met

## **NOKIA**

### ***Business Analyst 7.4.04-14.11.06***

- \* Planning, monitoring and inputting over 1 million pound budgets and finances for Design Team in SAP
- \* Contacting clients by phone to resolve invoices etc.
- \* Creating financial reports for managers on monthly basis
- \* Responsible for all invoicing and cost related procedures
- \* End of month activities on all accounts related issues include monthly reports and SAP
- \* Arranged training on new processes for the team
- \* Corresponding with various external model makers around the world
- \* Analysing the budgets for different departments within the team

### **Temporary work 15.7.02-6.4.04**

- Ordinary office duties such as copying, sending emails, posting, scheduling meetings, PA to director

## **NOKIA**

### ***Project Manager 16.10.2000-14.7.2002 (redundancy)***

- \* Managing 40 games through legal, localisation and testing processes as well as the relevant documentation – included phone, email or personal meetings
- \* Develop scheduling report and tracking delivery of all games (80 games)
- \* Creating and maintaining an Intranet site for marketing purposes and over seeing that the materials are ready before the game releases
- \* Resource monitoring and development for mobile games
- \* Developing testing and monitoring processes and setting up meetings to go through the process
- \* Taking games through development on Symbian OS and Java platforms
- \* Negotiating with external companies by phone or personally in meetings
- \* Overseeing patent and other legal documentation for mobile games.

## **NOKIA**

### ***PA to Director 1.4.1999-15.10.2000***

- \* Day to day duties which included minute taking at manager's meetings, corresponding with international companies and arranging a global meeting for 200 people
- \* Designing and maintaining Intranet pages of User Interface group and preparing power point slides for meetings
- \* Scheduling directors meetings around the world
- \* Contacting various clients outside Nokia to set up meetings etc.

**EYCE (NGO)*****Office Manager 1.10.1996-30.3.1999***

- \* Day to day running of the office
- \* Looking after seminar planning and paying back the travel costs in various currencies
- \* Planning of seminars in various European countries and dealing with all the administrative issues
- \* Writing end reports for the seminar

**Child related experience- all located in Finland or Sweden**

* The English School -Kindergarten	* Preschool teacher	* 1.8.1995-17.8.1997
* Mantelipuun nursery school		
* Little Angel's Play school	* Preschool teacher-manager	* 1.9.1995-30.4.1996
	* Director/manager	* 3.1.1994-12.2.1995
* Foster parent Kerava Council		
* Kerava council nursery schools	* Teacher/manager	* 1994-1996
* Helsinki council nursery schools	* Teacher/manager	* 9.7.1990-12.7.1994
* Mental hospital in Sweden	* SEN Nurse	* 08.1986-30.1.1987
* Pellas children's home		
	* SEN Student	* 1980-1982
		* 4.9-30.11.1978

References available if required